



STATE OF ARIZONA
SCHOOL FACILITIES BOARD

Governor of Arizona
Janet Napolitano

Executive Director
William Bell

August 17, 2004

Dear School District Superintendents:

June 30, 2004, marked the end of the first reporting period for the school districts Preventive Maintenance Plans. The Arizona School Facilities Board (SFB) has reviewed and approved 195 District Preventive Maintenance Plans. An updated list of approved District Preventive Maintenance Plans is listed on our web page.

School districts will need to report their preventive maintenance efforts with respect to their approved Preventive Maintenance Plans. The reporting statement and instructions for completing the form is available on the SFB web page (www.sfb.state.az.us) under the "Preventive Maintenance" section or the "News" section. There is also an example of a completed "Reporting Statement" and general instructions for completing the form. A school district will record the aggregate number of recommended preventive maintenance tasks they were able to complete for each of the seven (7) preventive maintenance categories against the total number of recommended tasks for each school in the district. The reporting statement must be signed by the District's Facility Manager, the Superintendent, and the Governing Board President.

Once the reporting statement is complete and signed by the proper parties, the district should maintain a copy for their files and submit the original to me.

The presently approved District Preventive Maintenance Plans continue to be in effect for each fiscal year. If the district needs to amend a plan, please contact your SFB Liaison to assist you with the change. If a new school has been added to the District, a Preventive Maintenance Plan must be approved for that school.

If you have questions on the completion of your first year reporting, please feel free to contact me at 602-542-6143 or your respective SFB Liaison as follows:

Gerry Breuer	602-542-6139	gbreuer@sfb.state.az.us
Dean Gray	602-542-6145	dgray@sfb.state.az.us
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Donna Wildey	602-542-6667	dwildey@sfb.state.az.us

Sincerely,

Tim Brand
Deputy Director-Facilities

cc: William Bell, Executive Director
SFB Liaisons